

SECRET DISPATCH

D R A F T

25X1A OL7RECD/EB [REDACTED] (7 April 1970)

25X1A TO : Chief of Station [REDACTED]
Chief of Station, Vientiane

FROM : Chief, Far East Division

SUBJECT: Station Construction Reports Content and Submission Frequency

1. In the interest of reduction of effort associated with preparation of formal reports by engineers attached to your Stations and Bases Headquarters feels that quarterly submission of subject reports in lieu of monthly/bimonthly would be helpful.

2. This frequency would still furnish the desired information on active construction/alteration projects. The only stipulation which would facilitate Headquarters reporting is that the reports should be submitted as of the end of February, May, August, and November. It is requested that these formal reports include all projects in excess of \$2,000 including those commenced and terminated within the reporting period.

A COPY THIS DRAFT SENT TO FE/LOG FOR COMMENTS AND ACTION. HE MAY COMMENT & RETURN TO US TO SEND.

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